Terms of Reference: Community Design Guidelines

Purpose:

- Community Design Guidelines are a written and graphic text that describes how the land use, streets, parks, open spaces, public facilities, buildings, built form and landscape elements of a new community will work together to create a new neighbourhood that supports the overall goals defined by the Official Plan and through the public planning process .

- The Guidelines outline and illustrate how the Official Plan and Town-Wide Design Guidelines' goals and objectives for the public realm and built form will be achieved within the specific site and its relationships to the surrounding area. They will also provide specific, actionable and measurable directions for development to achieve these goals.

- The Guidelines address the whole of the new neighbourhood, including abutting streets, parks and open space. The Guidelines are a combination of text, plans, illustrative sketch diagrams and photos, street and block sections, and massing models or examples that inform the proponent, public and Town about the physical form, layout and design of the new neighbourhood. The Guidelines will be flexible to accommodate change as it occurs while maintaining intact the essential urban ideas.

Required in Support of:

- Large commercial plans, industrial plans and new residential plans of subdivision where ground-related residential dwellings (singles, semis, townhouses) are proposed and small subdivisions on infill sites as well as large developments through the following applications

  o Secondary Plan

  o Official Plan Amendments

  o Zoning By-law Amendment

  o Draft Plan of Subdivision or Condominium

  o Site Plan Approval for buildings with 10 or more units and 3 or more buildings or developments of 4 ha or larger

  o DART

- Note: The Green Development Standards Checklist must be submitted for any development comprising 10 or more units, as per the requirement.

Prepared By:

- An Urban Designer, Professional Architect or full member of the Canadian Institute of Planners (MCIP) with a demonstrated specialization in urban design.

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Peer Review and Scoping:

- The Town will require a peer review of this document at the sole cost of the owner/applicant submitting the development application.

- On a project-by-project basis, the Town will identify any possible scoping of the assessment, or alternatively, other considerations to be incorporated into the assessment.

Content:

Community Design Guidelines shall be prepared following the below structure:

1. Introduction

   - Intent, Vision and Guiding principles (in alignment with the Official Plan and applicable Secondary Plan)

   - Design control

   - Terminology & interpretation: (Note: In establishing terminology and interpretation, the following hierarchy of compliance shall be established early and used throughout the document)

     o **Shall & Will**- The use of the words "Shall" and "Will" denote requirements that must be met.

     o **Should**- The use of the word "Should" denotes design requirements that typically must be met but where site specific conditions or the specific merits of a specific design solution may merit flexibility.

     o **May and Encouraged**- The uses of the words "May" and "Encouraged" represent guidelines that are encouraged practices and not rigid requirements.)

2. Community Structure detailing the following:

   - Land use

   - Affordable housing strategy

   - Community character areas

   - Built form hierarchy

   - Interface with existing areas and natural areas

   - Walkability & Service proximity

   - Gateways & Entrance Features

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- Institutional and Emergency Service locations

3. Street network & mobility, detailing the following:

   - Pedestrian movement

   - Vehicular movement

   - Cycling movement

   - Complete Streets

   - Road Profiles

   - Street Hierarchy & Connectivity

   - Connections to transit/transit stop locations

4. Open space network

   - Parks & open spaces

   - Stormwater management ponds

   - Community trails

   - Wayfinding Signage

   - Urban Plazas & Squares

   - Landscape and Streetscape Design

5. Sustainable Development

   - Include a high-level commentary on the sustainable guiding principles for the proposal (aligning with the Green Development Standards), on themes such as, but not limited to, the following:

     o Low Impact Development

     o Renewable energy

     o District energy

     o Community

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6. Cultural heritage detailing consideration for (if applicable):

    - Landscapes

    - Listed or designated buildings

    - Natural Heritage features

    - Landform conservation

Guideline text for the above sections must address each subsection where applicable, with each consisting of two parts; a narrative or description of the urban design concept followed by specific guidelines to achieve the defined objective. The diagrams, photographs, sections and sketches that accompany the guidelines contribute further to understanding what is to be accomplished through the implementation of the design.

Secondary Plans are adopted to be followed by individual Block Plans for future plans of subdivision or condo applications.

Policy Reference:

- Town of Caledon's Official Plan
- Town-wide Design Guidelines
- Green Development Standards

Submission Requirements:

- Digital report in PDF format

- File size not to exceed 4 GB

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